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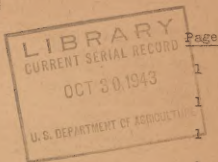
UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT AGENCY

## INSTRUCTIONS PERTAINING TO COTTON MARKETING QUOTAS

## PART III. COUNTY OFFICE RECORDS OF COTTON PRODUCTION

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Section 301 Applicability of instructions. Part III of these instructions relates to the procedure under which the Agricultural Adjustment Agency obtains and records the amount of cotton produced and ginned for each farm, in each county, in each State of the United States. The information is used in establishing farm normal yields, determining amounts of cotton produced in excess of farm marketing quotas, and compiling reports which are used in connection with crop estimates. The size of the job and the necessity for accuracy cause these instructions to be lengthy and detailed, but the procedure prescribed for handling the reports permits a balancing of the data to the same degree of correctness as that attained in a bank or similar business. Since many bales of cotton are ginned in a county other than the county in which produced these instructions outline a procedure for transferring the cotton to the county in which produced (herein referred to as "extracting") and at the same time keeping the records of both counties in balance. Unless otherwise designated, each form mentioned herein is a "Cotton" form and each reference herein to a section is to a section of these instructions. In case the date for performance of a duty prescribed by these instructions falls on a Sunday or holiday, the date for performance shall be the business day immediately preceding the Sunday or holiday. These instructions are arranged, insofar as possible, so that each phase of the procedure is dealt with in the order that the work is to be performed and the order in which the information will be required in the office of the county committee (herein referred to as the "county office").

Sec. 302 The ginner's report. The ginner's report is required to be submitted to the treasurer of the county committee semi-monthly for periods from the 1st to the 15th and from the 16th to the last day of each month, inclusive, during which any cotton is ginned by the ginner. The period to be covered by the report is known as the ginning period. The ginner's report is required to be submitted not later than 5 days after the last day of the ginning period. The ginner is required to report separately for each ginning period the cotton ginned on saw gin stands and the cotton ginned on roller gin stands. For cotton ginned by the latter method, the ginner is required to enter the words "Long staple" on his report.

Sec. 303 Description and use of forms.

(a) Gin reports. The ginner's report will be made on the following forms:

1. Form 716, Report of Cotton Ginned and Seed Cotton Bought. This form will be used by the ginner to report each bale or lot of cotton ginned. Cotton ginned for producers and cotton ginned for persons other than producers will be reported on separate

Forms 716. This form will also be used by buyers (including ginner) to report seed cotton bought or acquired from producers; for example, remnants and toll cotton.

2. Gin tickets. The originals or copies of gin bale receipts or tickets (herein referred to as "gin tickets") prepared by the ginner may be submitted in lieu of Forms 716, provided that the ticket contains, with respect to each bale or lot of cotton for which it is submitted, the information required to be shown on Form 716 and that the gin ticket and the use thereof has been approved by the State office for the ginner submitting the report. **THESE INSTRUCTIONS SPECIFICALLY REFER TO FORM 716, BUT ARE EQUALLY APPLICABLE TO GIN TICKETS WHICH HAVE BEEN APPROVED.**
3. Form 716-A, Ginner's Report and Certificate. This form will be used by the ginner, whether his report consists in whole or in part of gin tickets or Forms 716, as a letter of transmittal and a schedule of the forms constituting the report and as his certification to the correctness of the report.
- (b) Form 553, Summary of Gin Reports. This form will be used to record for gin reports received from gins located in the county (1) the receipt of the reports; (2) the allocation of the reports to a balance period; (3) a summary of the information contained on the reports and the disposition made of the cotton covered thereby, and (4) current and cumulative totals by balance periods.
- (c) Form 757, Letter of Transmittal and Receipt for Gin Report Extracts. This form will serve as a letter of transmittal of and receipt for extracts of Forms 716 and gin tickets prepared for and received from other counties. For extracts sent to or received from another county, the form will also serve the same purpose that Form 553 serves for gin reports received from gins located in the county.
- (d) Form 566, Period Summary and Report of Cotton Production. This form will be used as a summary and report of all information on county office records pertaining to cotton production.

Sec. 304 Instructions and forms for ginner and seed cotton buyers.

- (a) Supplying ginner with forms and instructions. A supply

of Forms 716 and 716-A, together with a copy of Part VIII of these instructions, shall be mailed or, if convenient, delivered to each ginner located in the county. Forms 716 will not be furnished ginner using approval gin tickets unless such tickets do not contain spaces for reporting purchases of seed cotton. Ginner using Forms 716 should be notified of their gin serial number, which may be entered by them on each form in lieu of the name of the gin (see section 306(a)). If the forms and instructions are mailed to the ginner, a copy of the letter of transmittal should be filed in the folder for the gin. The type of bagging to be used by each ginner shall be ascertained and a notation thereof filed in the gin folder. The weights of 21 pounds for jute bagging, 20 pounds for sugar bagging, 14 pounds for cotton bagging, and 3 pounds for a round bale shall be used for marketing quota purposes. These weights may differ slightly from the tare weights determined by warehouses and used by the Commodity Credit Corporation in connection with loans; however, their tare weights frequently allow for patches placed on a bale and other factors.

- (b) Supplying seed cotton buyers with forms and instructions.  
A supply of Forms 716 and a copy of Part VIII of these instructions shall be furnished each seed cotton buyer in the county who is not a ginner.
- (c) Reimbursing ginner for postage expenses incurred.  
The treasurer of the county committee may furnish each ginner with postage stamps in advance of the ginning season to be used in submitting gin reports, or the ginner may be reimbursed from the county administrative expense funds for the postage expense incurred by him upon the basis of a detailed statement of such expenses presented at the end of the season. A postage account should be set up and filed in the folder for each gin to show (1) the value of stamps advanced and (2) the value of the stamps used in transmitting each report. The portion of the envelope bearing the canceled postage stamps should, in the case of either method, be identified with the gin and the report number and filed in an envelope in the folder for the gin to substantiate the postage account. Each ginner must give a receipt for any postage stamps advanced.

Sec. 305 Balance periods.

- (a) Designation of balance periods. A balance period is the time from the 1st through the 15th or from the 16th through the last day of each month during which any gin reports or extracts are received. Each balance period shall be

designated by the date thereof. The name of the month (abbreviated) and the first and last dates of the balance period shall be known as the balance period designation as, for example, "Nov. 16 through 30."

- (b) Need for balance periods. Gin reports and extracts are assigned to balance periods for the purpose of (1) developing regular units of work in the county office on the basis of the time the gin reports are received rather than on the basis of the ginning periods covered thereby; (2) making the records and reports of cotton production for each county comparable to the records and reports of other counties; and (3) making periodic production and status reports to the State office.

Sec. 306 Establishing files and records.

- (a) Assigning serial numbers to gins. The county committee shall ascertain the name and location of each gin situated in the county, the name and address of the owner and manager of the gin, and whether the gin has equipment or machinery designed for ginning long staple cotton (roller gin stands). Consecutive serial numbers, beginning with number 1, for the gins shall be assigned for the purpose of identifying and filing the gin reports.
- (b) Files for gin reports. A manila folder labeled "194\_\_ Gin Reports," followed by the gin serial number and the name of the gin, shall be prepared for each gin in the county. Forms 716-A submitted by the ginner shall be securely fastened to the right side of the folder (that is, the side with the tab for the label). The postage account, any supplemental reports on Forms 716-A, and correspondence from a producer or the ginner which has the effect of altering any information contained in a report shall be fastened to the left side of the folder.
- (c) Forms 553 for summary of cotton reported for producers. Forms 553 to be used in summarizing cotton reported for producers (herein referred to as Form 553-A) shall be prepared, prior to the beginning of the ginning season, for each balance period. The initial preparation of Forms 553-A shall be as follows:
  - 1. In the spaces provided enter the name of the county, the marketing year, and the designation of the balance period. Unless otherwise instructed by the State office, the first balance period shall be that in which the receipt of the first gin report or extract

is expected.

2. Enter above the title of each form the words "Cotton Reported For Producers" and after the designation "Cotton 553" a dash and the letter "A."
3. In column B of each form enter the serial number of each gin located in the county, beginning with gin serial number 1 on the first line and continuing in numerical sequence on succeeding lines.
4. Arrange Forms 553-A in the numerical order of the balance periods and securely bind them.

(d) Forms 553 for summary of cotton ginned for persons other than producers. A Form 553 to be used in summarizing reports of cotton ginned for persons other than producers (herein referred to as Form 553-B) shall be prepared for each balance period in the manner outlined in items 1 and 3 of paragraph (c), the words "Cotton Ginned for Persons Other Than Producers" entered above the title of each form, and the letter "B" preceded by a dash entered after the designation "Cotton 553." Forms 553-B shall be filed in a separate binder in the numerical order of the balance periods.

(e) Forms 553 for comparison of seed cotton reports. A separate Form 553 to be used in making comparisons between reports of cotton ginned for persons other than producers and reports of seed cotton marketed (herein referred to as Form 553-C) shall be prepared for each gin located in the county. The initial preparation of Forms 553-C shall be as follows:

1. In the spaces provided enter the marketing year and the name of the county.
2. In the space provided for the balance period enter the name of the gin and the gin serial number.
3. Above the title of the form enter the words "Comparison of Seed Cotton Reports" and after the designation "Cotton 553" a dash and the letter "C."
4. Alter the heading of column B to read "Gin Report No."
5. Alter the heading of column C to read "Balance Period Designation."

6. Alter the heading of column K to read "Cumulative Total of Col. I."
  7. Alter the heading of column L to read "Cumulative Total of Col. J."
  8. Arrange the Forms 553-C in the numerical sequence of the gin serial numbers and place them in the binder prepared pursuant to paragraph (d) following the Forms 553-B.
- (f) Forms 757 for extracts sent to other counties. A manila file folder labeled "194 Extracts Sent to" followed by the names of the State and county shall be prepared for each county to which extracts will be sent. The second carbon copy of each Form 757 prepared in connection with extracts sent to the county shall be arranged in the inverse order of the transmittal numbers and securely fastened to the right side of the folder. The original of each Form 757 which is returned to the county as a receipt for the extracts sent shall be fastened to the left side of the folder. The folders for the various counties to which extracts are sent shall be filed together by States in alphabetical order.
- (g) Forms 757 for extracts received from other counties. A manila file folder labeled "194 Extracts Received From" followed by the names of the State and county shall be prepared for each county from which extracts will be received. The first carbon copy of each Form 757 in connection with extracts received from the county shall be arranged in the inverse order of the transmittal numbers and securely fastened to the right side of the folder. The folders for the various counties from which extracts are received shall be filed together by States in alphabetical order.
- (h) Forms 566. A separate manila folder labeled "194 Forms Cotton 566" shall be prepared for the period summary and report of cotton production of Form 566. The first carbon copy of each Form 566 shall be arranged in the inverse order of the balance period designations and securely fastened to the right side of the folder.
- (i) Farm files. A manila envelope shall be prepared prior to the beginning of the ginning season for each farm for which a cotton acreage allotment was established and, insofar as possible, for all other farms on which cotton is planted. The envelope shall be prepared by entering the farm serial

number in the upper right corner. The envelopes, which will be used as a file for Forms 716, must be filed in numerical sequence in a drawer, rack, or tray readily accessible to the clerk filing the reports.

- (3) Suspense files and files for reports of cotton ginned for persons other than producers. A manila envelope shall be prepared prior to the beginning of the ginning season as a suspense file for each gin in the county and for each county from which extracts will be received. The envelope shall be prepared by entering in the upper right corner "Suspense File" followed by the number assigned to the gin and the name of the gin or the name of the county, as the case may be. One envelope should also be prepared by entering in the upper right corner "Reports of Cotton Ginned for Persons Other than Producers." The envelopes described in this subsection will be used as files for Forms 716 which cannot be assigned to a farm file and shall be placed in the drawer, rack, or tray immediately behind the farm files.

Sec. 307 Receiving and examining gin reports.

- (a) Record of the receipt of a gin report. A record of the receipt of each gin report shall be made on the Form 553-A prepared for the balance period next succeeding the ginning period covered by the report. For example, if gin report number 1 covering cotton ginned from September 1-15 is received from gin number 4 on September 19, the entry "Sept. 19" will be made in column A on the fourth line of the Form 553-A established for balance period Sept. 16-30, and, after the entry "4" which already appears in column B, the entry " - 1" will be made. The date received would be entered on the Form 553-A for balance period Sept. 16-30 even if the report was received too late to be included in that balance period. (See section 309(d)). The gin report number shall be entered on Form 716-A in the space provided.
- (b) Examination of the gin report. Immediately after the receipt of the gin report has been recorded on Form 553-A, the county office shall examine it as follows (for the handling of reports containing errors or omissions see section 308):
1. The total number of Forms 716 executed by the ginner and appearing in item A, Part I, Form 716-A, shall be verified by counting them.
  2. The serial numbers of the Forms 716 shall be examined to determine that they are in consecutive order and that the first and last serial numbers thereof

correctly appear in columns 2 and 3, respectively, of item A, Part I, Form 716-A. (If approved gin tickets do not bear printed serial numbers, use bale numbers.) The last number, plus one, minus the first number of the Forms 716 in the report should equal the number in column 1.

3. The total number of Forms 716 executed covering seed cotton bought from producers by persons other than ginner must appear in item E, Part I, Form 716-A.
4. The ginning period covered by the report must appear in item C, Part I, Form 716-A.
5. Form 716-A must be properly executed by the ginner and the name and address of the gin must appear in the spaces provided.
6. Each Form 716 must be examined to determine that the name of the ginner or seed cotton buyer, or the gin serial number, has been entered and that the following information has been reported with respect to each bale or lot of cotton, or each transaction with respect to seed cotton marketed:

a. Cotton ginned for producers.

- i. The farm serial number or numbers for each bale, or lot of cotton if less than a bale.
- ii. The date of ginning.
- iii. The name of the farm operator.
- iv. The name of the producer, if other than the operator.
- v. The names of the county and State in which the farm is located.
- vi. The gin bale number or mark. In cases where a bale of cotton produced on two or more farms by a single producer, or by several producers, is reported on a single Form 716, the county office must prepare separate Forms 716 for each farm showing on each the data applicable to that farm. The Forms 716 so prepared shall bear the

same serial or bale number as the original form succeeded by the letters A, B, C, etc., and the original form shall be attached to the first form so prepared.

- vii. The gross weight of the bale (including bagging and ties).
  - viii. Enter the weight of the tare (see section 304(a)) and compute the net weight of each bale. In the case of a bale of cotton produced on two or more farms, divide the weight of the tare in the proportion each part of the bale bears to the total weight of the bale and enter on each Form 716 the weight of the tare, expressed to the nearest hundredth of a pound. For example, if 75 percent of a jute-wrapped bale was produced on one farm, the tare thereon would be 15.75 pounds.
- b. Seed cotton bought from producers.
- i. The farm serial number.
  - ii. The date on which the cotton was purchased.
  - iii. The name of the operator of the farm on which the cotton was produced.
  - iv. The name of the producer, if other than the operator.
  - v. The name of the county and State in which the farm is located.
  - vi. The number of pounds of seed cotton.
  - vii. The estimated or known number of pounds of lint in the seed cotton. The amount of the lint should be compared with the number of pounds of seed cotton to determine, without making precise calculations, whether an obvious error has been made in estimating the amount of lint cotton. To make this comparison the county office must have knowledge of the usual percentage of turn-out of the seed cotton in the area in which the farm is located.

viii. The marketing card serial number.

c. Cotton ginned for persons other than producers.  
The report on Forms 716 of cotton ginned for persons other than producers must be examined in every respect in the manner outlined in item a with the following exceptions:

- i. The word "Buyer" will appear in lieu of the farm serial number.
  - ii. The name of the person who acquired the cotton will appear in the space provided for the name of the farm operator.
  - iii. There will be no entry in the spaces provided for the name of the producer or the county and State in which the cotton was produced.
7. If the ginner requested a receipt for the report by submitting the original and copy of Form 716-A, the treasurer of the county committee should initial and return the copy.

(c) Arrangement of Forms 716. As soon as the examination of a report is completed, the Forms 716 shall be separated into the following groups: (1) Those covering cotton ginned for producers; (2) those covering cotton ginned for persons other than producers; and (3) those covering seed cotton bought from producers. The Forms 716 in groups (1) and (3) shall then be segregated according to the counties in which the cotton was produced and then arranged in the numerical order of the farm serial numbers.

Sec. 308 Procedure in connection with errors in gin reports.  
Errors in connection with gin reports shall be handled in accordance with the following instructions. NO GIN REPORT SHALL BE RETURNED TO THE GINNER FOR ANY PURPOSE. NO ADDITIONS OR ALTERATIONS SHALL BE MADE ON A FORM 716, except as provided herein.

(a) Part I, item A, Form 716-A. If any numbers in the consecutive series of serial numbers on Forms 716 are missing, the missing numbers must be listed in column 4, item A, Part I, Form 716-A, and the ginner must account for their disposition. If the information for a bale or lot of cotton is not reported on a Form 716 (this will generally be evidenced by the omission of a bale number but may be evidenced by a farm operator's report of cotton produced),

the ginner shall be requested to explain the reason for the omission and to submit a supplemental report covering the cotton, if necessary. The original gin report shall not be suspended for this error.

- (b) Part I, item B or C, Form 716-A. An omission or error in these items shall be corrected by the county office unless the circumstances indicate that additional information is necessary in order to make the correction.
- (c) Part I, item D, Form 716-A. If the ginner fails to execute this item, he shall be requested to do so on the form submitted. If this cannot be done conveniently without returning the report, he shall be requested to execute the certificate on a separate Form 716-A prepared in the county office to refer specifically to and clearly identify the particular gin report for which the certification is made. The gin report shall not be suspended because of this error.
- (d) Bale number. If the ginner erroneously reports a bale number (generally evidenced by duplicate or illegible bale numbers) he shall be requested to advise the county office by letter of the correct bale number. The filing of Form 716 in a farm file will not be affected by an error of this nature.
- (e) Weight of cotton ginned. Any error affecting the weight of cotton ginned will not affect the handling of the original gin report; however, the weight of the cotton must be corrected by a supplemental report on Form 716. If the weight of the cotton is omitted, the Form 716 shall not be included in the totals for the report and the ginner shall be requested to submit a supplemental report showing the correct weight of the cotton.
- (f) Weight of seed cotton. Any error affecting the weight of seed cotton bought or estimated lint turnout shall be corrected only by a supplemental report on Form 716 showing the corrected weight of the seed cotton or lint turnout. If the weight of the estimated lint turnout is omitted, the county office shall enter in red its estimate of the amount of lint cotton, using its knowledge of the usual percentage of turnout of seed cotton in the county and advise the producer and buyer of the omission with a request that they verify the correctness of the county office estimate. If the number of pounds of seed cotton is omitted, the Form 716 shall be eliminated from the

report and the seed cotton buyer shall be requested to submit a supplemental report showing the weight of the cotton.

- (g) Marketing card serial numbers on reports of seed cotton bought. Reports of seed cotton marketed should be carefully reviewed where the marketing card serial number is omitted to determine whether the cotton was produced on a farm for which an excess marketing card was issued. If the serial number of an excess marketing card is omitted, the buyer and producer should be notified and an effort made to secure the proper report and collect any penalty due. The matter should be promptly reported to the State committee for handling if satisfactory settlement cannot be effected. This action should not be taken, however, if the county office receives a Form 530 or certificate from the producer's excess marketing card which was executed for the transaction by the buyer. If the serial number of a white marketing card is omitted, a letter should be addressed to the buyer calling his attention to the omission. If a buyer continues to omit the serial numbers, a representative of the county office, county committee, or State committee should try, through personal contact, to impress the buyer with the necessity of making complete reports and, if the case warrants such action, to request the buyer to obtain the missing numbers. Errors of this nature will not affect the handling of the original report.
- (h) Name of the county in which the cotton was produced. If the ginner fails to report the name of the county in which the cotton was produced, the Form 716 may be filed in a farm file or extracted if the county office can definitely determine the name of the county in which the cotton was produced. If the county office cannot definitely determine the name of the county, the amount of the cotton shall be included in the total of the gin report, the Form 716 filed in the suspense file, and a letter addressed to the ginner requesting the name of the county.
- (i) Farm serial number for reports of cotton produced within the county. If the farm serial number is omitted from a Form 716 and the county office can definitely determine the correct farm serial number, it shall be entered in red. If the county office cannot definitely determine the correct farm serial number, the report shall be handled as follows:

1. The amount of the cotton shall be included in the total of the gin report and the Form 716 filed in the suspense file, pending correction of the error.

2. Before the Form 716 is filed in the suspense file, the producer shall be advised of the facts by letter and a copy of the letter should be forwarded to the ginner. If it is not possible to identify the producer for whom the cotton was ginned, the ginner shall be so notified and requested to advise the county office by letter of the necessary additional information. The letter to the producer shall (1) contain the information for the cotton as reported by the ginner, (2) explain that the cotton cannot be credited as production for the farm unless the producer furnished the ginner with the information necessary to enable him to submit the correct information for the cotton, (3) provide a schedule at the end of which in which the ginner may insert and certify the correct information or supply the missing information, and (4) advise the producer that when the ginner returns the letter with the schedule properly executed, the cotton will be credited to the proper farm. The copy of the letter should be filed with the Form 716.
3. When a reply to the letter(s) correcting the error is received, the Form 716 shall be removed from the suspense file and filed in the appropriate farm file. The letter(s) shall be filed in the folder provided for the gin report.
- (j) Form serial number for reports of cotton produced in other counties. The following procedure shall apply to Forms 716 for cotton produced in other counties which are to be extracted but for which the farm serial numbers are not reported:
  1. The sending office will extract the cotton in accordance with Section 310 without reference to the farm.
  2. The receiving office will follow the procedure outlined in subsection (i) above.
  3. Upon advice from the sending office that any cotton was extracted in error and was not produced in the receiving county, the Forms 716 shall be returned as a canceled extract (see section 316).
  4. If, by the close of the ginning season, a balance lot of cotton is not identified, the receiving office shall retain the cotton in the suspense file.
- (k) Date of ginning. If omitted the date of ginning shall be

inserted on Form 716 by the county office in red as the date of planting began. For the immediately preceding year.

- (c) Name of operator. If the name of the operator is omitted but the cotton is reported from county office records, the name shall be obtained from the records. If the name of the operator cannot be determined, the Form 716 shall be filed in the correspondence file and a letter requesting the information addressed to the owner.
- (d) Name of producer. If the name of the producer is omitted, the omission shall be disregarded unless the cotton covered by the report was produced on an overplanted farm for which an account on Form 703 has been established. In this event the Form 716 shall be filed in the farm file and the farm operator requested to supply the name of the producer interested in the crop or lot of cotton. Such request shall not be made, however, if the name of the interested producer can be obtained from the committee from the producer's record association, or if obtained by the buyer for the cotton in question.
- (e) Bag. If the symbol indicating the type of bagging for a bale or lot of cotton is omitted, it shall be entered in red by the county office provided there is no question as to the type of bagging being used by the grower.

Sec. 503 Recording the totals of gin reports by balance periods.

- (a) Adding gin reports of cotton reported for producers and exempting Part II, Form 716.

1. The totals for cotton reported for farms located in the county shall be recorded on line 3 as follows:
  - a. In columns A, B, and C, respectively, enter the total number of square bales on which jute, cotton, and sugar bagging was used. In column D enter the total number of round bales. In the case of a bale including cotton produced in two or more counties, the entries on lines 3 and 2, columns A, B, C, and D shall reflect the proportion of the bale produced within the county and the proportion of the bale produced in other counties. For example, if 210 pounds (gross) of a 500-pound jute-wrapped bale was produced within the county and 290 pounds of the bale was produced in an adjoining county, the entry on line 3, column A, will be .42 and the entry on line 2,

column A, will be .58.

- b. In column F enter the weight of the bagging and ties which shall be the sum of the results obtained by multiplying the respective entries in columns A, B, C, and D by the applicable weights.
- c. In column E enter the gross weight of the bales of cotton reported, obtained by adding the gross weight from each Form 716.
- d. In column G enter the net weight of the bales of cotton reported, obtained by adding the net weight from each Form 716.
- e. In column H enter the sum of the amounts of the estimated or known lint in seed cotton as reported (including toll cotton) for all farms located in the county. (This entry should be verified by running two adding machine tapes of the amounts of the estimated or known lint in seed cotton and comparing the totals.)
- f. In column I enter the sum of the amounts in columns G and H.
- g. Attach the adding machine tapes to Form 716-A.
2. The totals for cotton reported for farms located in other counties shall be determined in the manner outlined in item 1 above and recorded on line 2. The entries on line 2 shall not be determined by taking the sum of the totals entered in Part I of the extracts on Forms 757 prepared in connection with the report pursuant to section 310.
3. On line 1 enter in columns A through I the sum of the entries on lines 2 and 3 for each such column.
4. No entries shall be made on line 5 except in accordance with State office instructions.
- (b) Adding gin reports of cotton ginned for persons other than producers and executing Part II, Form 716-A. The totals for cotton ginned for persons other than producers shall be recorded on line 4, as follows:

  1. In columns A, B, and C, respectively, enter the total

number of square bales on which jute, cotton, and any other bagging was used. In column D enter the total number of round bales.

2. In column F enter the weight of the bagging and ties, which shall be the sum of the results obtained by multiplying the respective entries in columns A, B, C, and D by the applicable weights.
  3. In column E enter the sum of the gross weight of the bales of cotton reported, obtained by adding the gross weight from each Form 716.
  4. In column G enter the sum of the net weight of the cotton reported, obtained by adding the net weight from each Form 716.
- (c) Proving totals of the gin report and Part II, Form 716-A. The entry in column E on each line must equal the sum of the entries in columns F and G on the same line.
- (d) Assigning the gin reports and extracts to a balance period. Each gin report shall be included within the balance period in which it is actually received; provided that it is received by the county office within sufficient time before the expiration of the first 10 days of the balance period to allow all extracts to be prepared therefrom and sent to each county on or before the 10th or the 25th of each month, as the case may be. If it is not possible to prepare and transmit the extracts to the other county offices by the expiration of the first 10 days of the balance period in which received, the gin report shall be included in the next balance period. The designation of the balance period in which a gin report is included shall be entered on each report on Form 716-A in the space provided therefor, as, for example, "Oct. 1-15" or "Oct. 15-31."
- (e) Recording the gin report on Form 553-A. The portion of each gin report covering cotton reported for producers shall be recorded on the Form 553-A for the balance period to which the gin report is assigned. In the initial preparation of Forms 553-A, in the manner outlined in section 302(c), a line of Form 553-A for each balance period was reserved for the gin report which should be received from each gin and included in that balance period, in the event a gin report is assigned to a subsequent balance period, columns C through P of the line reserved on the Form 553-A as outlined above must be canceled by entering the expression "Assigned to balance period" followed by

the designation of the balance period in which the report is included. The report must then be recorded on the Form 553-A for the balance period in which it is included in the additional lines thereof not reserved for reports regularly received and included in that balance period. The record on Form 553-A for each gin report shall be made as follows:

1. In columns A and B, respectively, enter the date of receipt of the gin report, the gin number and report number. In the case of gin reports regularly received and included in a balance period, these entries will have been made previously in accordance with section 307(a).
  2. In columns C through K, respectively, enter the comparable information from line 1, columns A through I, Form 716-A.
  3. In column L enter the amount from line 2, column I, Form 716-A.
  4. In column M enter the amount from line 3, column I, Form 716-A.
- (f) Recording the gin report on Form 553-B. The portion of each gin report covering cotton ginned for persons other than producers shall be recorded on the Form 553-B for the balance period to which the gin report is assigned in the manner outlined in paragraph (e), with the following exceptions:
1. In columns C through I, respectively, enter the comparable information from line 4, columns A through G, Form 716-A.
  2. Make no entries in the remaining columns.
- (g) Recording the gin report on Form 553-C. The Form 553-C for the gin shall be executed as follows:
1. In column A, on consecutive lines for each gin report, enter the date on which the report was received.
  2. In column B enter the report number and in column C the balance period to which the report was assigned.
  3. In column I enter the amount from column G, line 4, Form 716-A.
  4. In column J enter the amount from column H, line 1, Form 716-A.

5. In column K enter the sum of the following: (1) The entry in column I for the gin report and (2) the entry in column K for the immediately preceding gin report.
  6. In column L enter the sum of the following: (1) The entry in column J for the gin report and (2) the entry in column L for the immediately preceding gin report.
  7. Make no entries in the remaining columns.
  8. The entry in column K shall be compared from time to time with the entry in column L in order to determine whether the reports of seed cotton marketed and the reports of cotton ginned for persons other than producers are comparable. If it appears that the reports are not comparable for any reason other than the natural seasonal variation or lag, the ginner should be requested to explain the reason therefor and to make any necessary additional reports.
- (h) Filing reports. When the report has been examined, balanced, recorded, and the Forms 716 to be extracted removed from the report, the Forms 716 shall be filed in the envelopes prepared pursuant to section 306(i) and (j).

Sec. 310 Extracts of gin reports.

- (a) Preliminary execution of Form 757 for extracts included in a balance period. A separate letter of transmittal on Form 757 shall be prepared for each balance period for each county to which extracts included in the balance period will be sent or to which extracts included in any previous balance period were sent. The Form 757 shall be prepared in triplicate as follows:
1. In the spaces provided, enter the marketing year, the name of the person to whom the extract will be sent (that is, the name of the receiving officer), his address, the name of the sending officer (that is, the name of the treasurer or secretary of the county committee for the county in which the extracts are prepared), his address, and his title.
  2. In the space provided, enter the balance period designation of the balance period for which the Form 757 is prepared.
  3. In the space provided, enter the transmittal number of Form 757, which shall be number 1 for the first

transmittal sent to each county and thereafter continue in numerical sequence for subsequent transmittals sent to that county.

- (b) Recording extracts on Forms 757. Extracts from all gin reports included in the balance period to be sent to a county shall be listed in Part I of Form 757 on consecutive lines. As soon as possible after a gin report is received and examined, the information in connection with cotton to be extracted therefrom shall be recorded on Forms 757 in accordance with the following instructions:

1. In column A enter the gin serial number and gin report number.
2. Obtain the entries for columns B through J, Part I, Form 757, by adding the respective items of the Forms 716 to be extracted to the county for the gin report. These entries shall be made on the line opposite the applicable gin serial number and the report number. (The adding machine tapes must be attached to the Forms 716 and accompany the extract.)
3. Reverse the carbon paper and enter in Part A, Form 757, the gin number and the serial number of each Form 716 included in the extract. The State and county code of the sending office must be stamped on each Form 716 included in the extract.
4. The sum of the entries in each column of Part I for a gin report of all Forms 757 must equal the entries on line 2 of the corresponding columns of Form 716-A.
5. The Form 757 and accompanying Forms 716 shall be held pending the tabulation of all other extracts included in the balance period to be sent to the county.
6. If extracts in connection with more than 13 gin reports will be sent during any balance period to a single county, a sufficient number of additional Forms 757, marked "Continuation Sheet," shall be used and the information for the extracts shall be listed thereon in the manner outlined in items 1, 2, and 3, with current and cumulative totals entered on the last sheet.

- (c) Period and cumulative totals of letters of transmittal.  
The balance period and cumulative totals of Forms 757 for

the balance period shall be computed and entered on the Form 757 not later than the 10th day of each month or the 25th day of each month as follows:

1. The totals of columns B through J, Part I, for the balance period shall be entered on line 11, Part I. If no extracts are to be sent to the county for the balance period, the word "None" shall be entered on line 14, Part I.
  2. In column B through J, Part II, enter the information for canceled extracts in accordance with section 317.
  3. In columns B through J, respectively, Part III, enter the totals for these columns as shown in Part IV of the Form 757 prepared for the county for the immediate preceding balance period.
  4. In part IV for each of columns B through J enter the result obtained for each column as follows: Part I, line 14, minus Part II, plus Part III.
- (d) Mailing extracts to other counties. On the 10th day, or between the 5th and 10th days, of each month and on the 25th day, or between the 20th and 25th days, of each month, extracts for a county shall be mailed to it accompanied with the original and first copy of the Form 757 covering the extracts. The Form 757 shall be signed and dated by the sending officer before it is mailed. (If there are no extracts for a county for a balance period, the Form 757 for that balance period shall nevertheless be signed and forwarded to the county.) The second copy of Form 757 shall be retained in the county office and filed in the folder prepared for that purpose.
- Sec. 311 Receiving extracts from other counties.
- (a) Examination of extracts and Forms 757 received from other counties. On the day, or not later than the close of the next succeeding business day, on which extracts and Forms 757 are received from another county, they shall be examined and corrected as follows:

1. The Forms 716 in connection with each gin report shall be added or the accompanying adding machine tapes checked to determine that the information in Part I is correct. The serial numbers of Forms 716 shall be checked with Part A, Form 757.

2. The totals on line 14, Part I, shall be verified.
  3. Part II shall be verified as outlined in section 316(c).
  4. The information in Part III shall be checked with that shown in Part IV of the Form 757 received from the county for the immediately preceding balance period.
  5. The entries in Part IV, columns B through J, must equal the result obtained for each column as follows: Part I, line 14, minus Part II, plus Part III.
  6. Any errors on Form 757 shall be corrected by circling the incorrect entry and entering above it the correct amount.
  7. The Forms 716 shall be filed in farm files or the suspense file for the sending county as the case may be.
- (b) Balance periods for extracts received. Each extract received from another county shall be included in the balance period shown on the accompanying Form 757 with the single exception that, if the extract is received after the balance period shown on Form 757 is closed, the extract shall be included in the next succeeding balance period. In the latter event, the balance period shown on the original and copy of Form 757 shall be circled and the designation of the next succeeding balance period entered above it.
- (c) Acknowledging receipt of extracts. The original and copy of Form 757 shall be signed by the treasurer or the secretary of the county committee as receiving officer and the date of his signature and his title entered in the spaces provided. (Also, see section 316.) The original shall be returned to the sending officer. If any corrections or changes were made other than in the balance period designation, the original shall be accompanied with a letter setting forth the reasons for the corrections and requesting that the corrections be confirmed by return mail. The first carbon copy of Form 757 shall be retained in the county office and filed in the folder prepared for that purpose.

Sec. 312 Record of transfers and corrections.

- (a) Transfers between farm and suspense files within the county. A Form 716 filed in a farm file which is subsequently found to cover cotton produced on a different farm within the same county may be transferred to the correct file at any

time without record. Similarly, a Form 716 in a suspense file may be transferred to a farm file or vice versa without record.

- (b) Transfer from suspense or farm file to file for cotton ginned for persons other than producers. If it is found that cotton included in line 1, Part II, Form 716-A, and on Form 553-A was actually ginned for persons other than producers, the following entries shall be made on Forms 553-A and 553-B:
1. On the current balance period Form 553-A enter in red (to indicate a minus entry) on the next available line -
    - a. In column A the date of the transfer.
    - b. In column B the letter "T" and the gin serial number.
    - c. In columns C through K and column M the data with respect to each bale or lot of cotton being transferred.
  2. On the current balance period Form 553-B enter in black (to indicate a positive entry) on the next available line -
    - a. In column A the date of the transfer.
    - b. In column B the letter "T" and the gin serial number.
    - c. In columns C through K and column M the data with respect to each bale or lot of cotton being transferred.
- (c) Transfers from file for cotton ginned for persons other than producers to farm suspense files. If it is found that cotton included in line 4, Part II, Form 716-A, and on Form 553-B was actually ginned for producers, the transfer shall be recorded on Forms 553-A and 553-B in the manner outlined in subsection (b) above except that the entries on Form 553-A shall be made in black and the entries on Form 553-B shall be made in red.
- (d) Correction of Forms 757. If the entries in Part I, Form 757, are corrected by the receiving office, the sending office shall examine the corresponding Form 716-A. If it

is found that the entries in line 2, Part II, Form 716-A, are in error, the difference between the original and corrected entries on Form 757 must be posted to the current balance period Form 553-A as follows:

1. If the entry in column J, Part I, Form 757, has been increased, enter the increase in black in column L, Form 553-A, and in red in column M.
2. If the entry in column J, Part I, Form 757, has been decreased, enter the decrease in red in column L, Form 553-A, and in black in column M.

Sec. 313 Closing the balance period and making a semi-monthly report.

- (a) Time for closing the balance period. The balance period shall be closed on the 15th or last day of the month, as the case may be. When the balance period is closed, it shall not be reopened to include any gin report, supplemental gin report, extract, late extract, correction, or any transaction in connection with gin reports.
- (b) Period and cumulative totals of Forms 553. When the balance period is closed, the columnar totals of Forms 553-A and 553-B shall be entered on the "Current Total" line. The entries on the "Cumulative Total" line of the Forms 553-A and 553-B for the immediately preceding balance period shall be transcribed on the "Previous Total" line. On the "Cumulative Total" line enter the sum of the entries in each column on the "Current Total" and "Previous Total" lines.
- (c) Preparation of Form 566. Form 566 shall be prepared on the last day of each balance period beginning with the first balance period and continuing thereafter for each subsequent balance period until all farm records have been checked against the reports of farm operators and Form 717 and the records of cotton production are no longer active or until the Form 566 for the balance period ending June 15 is submitted, whichever is the earlier. The last Form 566 to be submitted for the marketing year shall be plainly marked "Final." Forms 566 shall be prepared in the following manner:
  1. In the spaces provided enter the State and county names and code numbers, the balance period designation, and the marketing year.

2. In Part II, columns A and B, enter, by States, in numerical order, the code numbers of the counties and States to which Forms 757 have been sent.
3. In Part III, columns A and B, enter, by States, in numerical order, the code numbers of the counties and States from which Forms 757 have been received.
4. In Part I, columns C through K, enter the amounts in columns C through K, respectively, on the "Cumulative Total" line of the Form 553-A for the current balance period.
5. In Part II, opposite the county, columns C through K, enter the amounts in columns B through J, respectively, of Part IV of the Form 757 sent to the county for the current balance period, and on line 11, columns C through K, Part II, enter the sum of the amounts in each column.
6. In Part III, opposite the county, columns C through K, enter the amounts in columns B through J, respectively, of Part IV of the Form 757 received from the county for the current balance period, and on line 11, columns C through K, Part III, enter the sum of the amounts in each column.
7. In Part IV for each of columns C through K, enter the result obtained for each column as follows: Part I minus Part II, line 11, plus Part III, line 11.
8. In Part V, columns C through I, enter the amounts in columns C through I, respectively, on the "Cumulative Total" line of the Form 553-B for the current balance period.
9. Part VI shall be executed as follows:
  - a. In item 1 enter the total number of gin reports from gins located in the county (accumulated for all balance periods) which have been received at the time the Form 566 is prepared.
  - b. In item 2 enter the number of gin reports shown in item 1 which have not been included in the current or any previous balance period.
  - c. In item 3 enter the number of delinquent gin reports, that is, the total number of gin reports

which are due from ginner and which have not been received.

- d. Items 4, 5, and 6 will not be used unless otherwise instructed by the State office.

10. Form 566 shall be signed and dated by the secretary or the treasurer of the county committee.

- (d) Distribution of Form 566. The original and second carbon copy of the Form 566 prepared for each balance period shall be mailed on the last day of the balance period, or not later than noon of the succeeding day, to the State office. The first carbon copy shall be retained in the county office in the folder provided for that purpose.

Sec. 314 Supplemental gin reports. A supplemental gin report covering a bale or lot of cotton omitted from a previous gin report correcting the weight of a bale or lot of cotton previously reported, or covering a bale or lot of cotton deleted, as provided in section 308, from a gin report shall be recorded on all records of cotton production as in the case of any other gin report which is not received by the county office within the prescribed time limits, with the exception that the gin serial number and report number shall, wherever required to be entered, be preceded by the designation "Sup." A supplemental gin report which increases or decreases the weight of any bale or lot of cotton previously included in the county office records of cotton production shall be handled as follows:

1. The entries in line 1 or line 4, as the case may be, columns E through I, Part II, Form 716-A, shall be the difference between the weight of the cotton as previously reported and the weight thereof as reported on the supplemental gin report. If the new weight is greater than that previously reported, the difference shall be a positive amount. If the new weight is less than that previously reported, the difference shall be entered in red (to indicate a minus entry).
2. The supplemental gin report shall be included in the balance period in which it is actually received in the county office with the exception that, where the change involves cotton previously sent on an extract to another county, the supplemental report shall be included in the next succeeding balance period if it is received after the first 10 days of the balance period.
3. A record of the supplemental gin report shall be made

as follows on the appropriate Form 553 for the balance period in which the supplemental report is included:

- a. In column A enter the date on which the supplemental report was received.
  - b. In column B enter the gin serial number and gin report number preceded by the designation "Sup."
  - c. In columns G through K, respectively, enter the amounts on line 1, columns E through I, Part II Form 716-A, for the supplemental report exactly as they appear therein.
  - d. If cotton covered by the supplemental report was included on an extract previously sent to another county, execute lines 2 and 3, Part II, Form 716-A, and enter in column L, Form 553-A, the difference between the new weight and the previously reported weight of the extracted cotton. If the new weight is less than the previous weight, the difference will be entered in red (to indicate a minus entry).
  - e. In column M, Form 553-A, enter the amount in column K if no entry appears in column L; if any entry appears in column L, enter in column M the result obtained as follows: (i) If the entries in columns K and L are positive, enter in column M in black the result obtained by subtracting column L from column K; (ii) if the entries in columns K and L are minus amounts, enter in column M in red the result obtained by subtracting column L from column K; (iii) if one of the entries in columns K and L is a positive entry and the other is a minus entry, enter in column M (the entry will be the same color as the entry in column K) the sum of the entries in columns K and L.
4. If the Form 716 covered by the supplemental report was filed in a farm file or suspense file, it shall be corrected or replaced by the corrected report.

Sec. 315 Late extracts.

- (a) Time and conditions. A late extract is any extract for another county which is prepared in connection with a gin report at any time after the Form 757 to the county for the balance period in which the gin report was included has been mailed, as provided in section 310(d). The need

for a late extract will arise when (1) cotton which should have been included in a previous extract was omitted inadvertently or because of an error in the gin report or (2) cotton received as a canceled extract is subsequently returned to the same county or sent to a different county.

- (b) Preparation of late extracts. Late extracts shall be prepared in the manner outlined in section 310 on the Form 757 for the current balance period, except that the words "Late Extract" shall be entered in the left margin opposite the gin serial number and the gin report number need not be entered in column A.
- (c) Record on Form 553-A for late extracts. Late extracts will be recorded on Form 553-A for the balance period shown on the Form 757 on which the late extract is listed, if the cotton is not listed on a supplemental gin report. The entries for the late extract shall be made on the first available line of the Form 553-A in the following manner:
  1. In column A enter the date on which the late extract is prepared and listed on Form 553-A.
  2. In column B enter the gin serial number preceded by the letter "L."
  3. In columns C through K make no entries.
  4. In column L enter the total net weight of cotton on the late extract as indicated in column J, Part I, Form 757, on which the late extract is listed. This entry shall be made in black pencil indicating an increase in the total net weight of cotton produced in other counties.
  5. In column M enter in red the amount in column L. This entry shall indicate a decrease in the total net weight of cotton produced in the county.
- (d) Receiving late extracts. A late extract received from another county shall be handled in every respect as other extracts are handled and without regard to the fact that it is a late extract.

Sec. 316. Procedure for the county office canceling an extract.

- (a) Conditions under which an extract will be canceled. Each Form 716 received from another county must be filed by the receiving county in either a farm file or in the suspense file for the sending county. When it is determined that any bale or lot of cotton received as an extract was not

in fact produced on any farm in the county, the cotton shall be returned to the county from which the extract was received.

- (b) Time for returning canceled extracts. The Forms 716 to be returned shall be filed in the folder labeled "Extracts Received From" for the county to which they will be returned, pending the time for acknowledging receipt of the next extract from the county (see section 311(c)).
- (c) Returning canceled extracts. The data with respect to each bale or lot of cotton to be returned shall be entered in Part B of both the original and copy of Form 757 (that is, the next Form 757 received from the county to which the Form 716 is to be returned). Enter the totals of columns A through I, Part B, in the spaces provided. Forms 716 shall be returned attached to the original Form 757. The totals of columns A through I, Part B, of the copy of Form 757 retained shall be compared with the respective entries in Part II of the next Form 757 from the same county. Any differences should be explained by a letter prepared by the sending office in accordance with section 317.

Sec. 317 Procedure for county office receiving a canceled extract.

- (a) Examination of canceled extract. Part B of the Form 757 shall be examined to determine that it has been prepared in accordance with section 316. The information on the Forms 716 should agree with the respective entries on Form 757, and the totals of Part B shall be verified. Any errors therein shall be corrected by circling the incorrect entries and entering immediately above them the correct entries.
- (b) Acknowledging receipt of canceled extract. At the time Form 757 for a balance period is completed (see section 310(c)), the total of any canceled extracts received for the preceding balance period shall be entered in columns B through J, Part II, Form 757. If the tabulation or total of any canceled extract was in error, a letter setting forth the nature of the error shall be forwarded to the county from which the canceled extract was received with the Form 757 for the succeeding balance period.
- (c) Record on Form 553-A. Canceled extracts shall be recorded on the Form 553-A for the balance period shown on the Form 757 on which the canceled extracts are listed in Part II.

The entries on Form 553-A for the canceled extract shall be made on the first available line of the Form 553-A in the following manner:

1. In column A enter the date on which the canceled extracts were received.
2. In column B enter the letter "R", the code number of the county returning the extracts, and the transmittal number of Form 757 on which the canceled extracts are listed in Part B. For example, "R-047-6."
3. In column L enter in red (to indicate a minus entry) the net weight of the cotton covered by the canceled extracts as shown in column I, Part B, Form 757.
4. In column M enter in black (to indicate a positive entry) the net weight of the cotton covered by the canceled extracts as shown in column I, Part B, Form 757.

- (d) Filing Forms 716. The Forms 716 returned shall be filed in a farm file or in the suspense file for the gin, as the case may be. If the cotton is subsequently re-extracted, Form 757 must be executed in accordance with section 315.

Sec. 318 Handling reports of cotton produced in a prior year. Forms 716 received as reports of the ginning or purchase in the seed of cotton produced in a prior year shall not be recorded on the county office records of cotton production. The Forms 716 shall be plainly marked to indicate the year in which the cotton was produced and filed in the farm folder in order that the production may be taken into consideration in establishing yields for subsequent years. Forms 716 for cotton produced in another county in a prior year shall be mailed to that county and shall not be listed on Form 757.

Sec. 319 Long staple cotton. The reports of cotton ginned on roller gin stands shall be handled in every respect as provided in the foregoing sections of this Part III by establishing completely separate records and using separate forms with the words "Long Staple" entered above the titles thereof. If any cotton included in these records as long staple cotton is subsequently determined not to be long staple cotton, it shall be transferred from the long staple records to the records for other cotton. The Forms 716 for long staple cotton shall be plainly marked "Long Staple Cotton."

Sec. 320 Summary of cotton production for farms. At the close of the ginning season, the total cotton production for each farm

must be ascertained and permanently recorded. Each State office will prescribe a final date for the completion of this work and designate the form(s) on which the production will be recorded in line with their need for the data, giving due consideration to the uses made of the records of cotton production in connection with other agricultural programs.